United Kingdom Jobs Expertini®

Transcriber - ON SITE

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Company: Appen

Location: Exeter

Category: Other-General

OverviewDo you enjoy working in a friendly office environment and as part of a caring team? Would you find satisfaction in knowing that your work is providing a vital contribution to the Criminal Justice System? Do you have an interest in the English language and have excellent grammar and punctuation skills? If you answered yes to these questions, then we may have the perfect job for you. What is the opportunity? Based within Appen's office in Exeter, you will work within our inclusive and skilled team, completing essential and confidential transcription work by typing, editing and proofreading interviews from audio & video recordings to provide our clients with an accurate record of everything that was said. You will find satisfaction and purpose in providing transcription services as part of the Criminal Justice System.

The data we work with is varied and interesting, ranging from police interviews, university research and investigative interviews to call centre recordings from national and international clients. What does Appen do? Appen's UK office delivers verbatim transcription services to public and private sector clients who value our secure, official, experienced and timely services.

We are a diverse, supportive and resourceful UK based team delivering high-quality transcriptions for our customers. We are a crucial part of the Appen global reach providing quality essential services for high-profile clients.

Our responsiveness to customers is critical, as is our compliance, our quality and delivery. Appen is also a global leader in the collection and provision of data to help our clients build and continuously improve the world's most innovative artificial intelligence systems and is a public company listed on the Australian stock exchange.

What does success look like for our team? We are looking for people who can help us achieve our goals and to grow the business. You will need to have a high level of focus and take pride in your work whilst ensuring that you are meeting the needs of both the customer and the business.

To succeed in this role, you will have the following skills and attributes: + Ability to type a minimum of 65 WPM+ A good understanding of the English Language, with excellent grammar & punctuation skills + High attention to detail and the self-motivation to consistently produce high quality work + A Team player + A great approach to time management working within a deadline-driven environment+ Excellent listening skills applicable to a diverse range of accents and dialects + Positive attitude with the willingness to work on new projects and tasks + Ability to maintain confidentiality and discretion at all times+ Editorial or proofreading skills (desirable) + Must be able to pass security clearance to the level of DBS, SC and that required by the client(s)Compensation & Benefits+ Starting salary £21,990 pa increasing after probation + Productivity Bonus - upto 15% after probation + Holiday leave - 25 days + Bank Holidays + Pension scheme + Full training provided+ Paid breaks+ Free parking + Free beverages & fruit + Wellness programme + Social events + Casual dress Job Types: Full-time/part time PermanentWe are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, colour, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

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